



CHECK LIST FOR APPLICATION TO SCHOOL BOND GUARANTEE PROGRAM

INCLUDE FOR PRELIMINARY CERTIFICATE OF ELIGIBILITY

Please submit 30 days prior to date of bond sale.

- ☐ Request Form for Preliminary Certificate signed by individual named in Authorizing Resolution, typically the superintendent.
- ☐ Authorizing Resolution – Resolution authorizing application to school bond guarantee program.
- ☐ Certificate of Authorizing Resolution – If a photocopy of the authorizing resolution is being sent, then a certificate verifying it as true copy is needed.
- ☐ Ballot Resolution* – The resolution authorizing the issue(s) be placed on ballot(s) for voter approval.
- ☐ Certificate of Ballot Resolution* -- If a photocopy of the ballot resolution is being sent, then a certificate verifying it as true copy is needed.
- ☐ Administration Fee – a check for \$100 made out to the State Treasurer.

INCLUDE FOR FINAL CERTIFICATE

- ☐ Letter from bond counsel*
- ☐ Bond Resolution* – The resolution authorizing the sale of bonds.
- ☐ Certificate of Bond Resolution* -- If a photocopy of the bond resolution is being sent, then a certificate verifying it as true copy is needed.
- ☐ Official Statement* with CUSIPs (or debt service schedule, if private placement).

**Often these are sent by bond counsel or financial adviser.*

An instruction booklet and the application form are available on our web site:

http://www.wa.gov/tre/sb_crenpr.htm

Please contact us, if you have any questions.

Office of the State Treasurer

Debt Management Division

PO Box 40200

Olympia, WA 98504-0200

School Bond Guarantee Program: www.wa.gov/tre/sb_crenpr.htm

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